

To:

I would like to request a videoconference meeting with my client, an inmate currently held in your institution:

Inmate name: _____

Inmate number: _____

On _____ (day), _____ (month) _____ (date), 2009, at _____ (am/pm). I will be connecting from a videoconference-equipped room at the Cincinnati Law Library in the Hamilton County Courthouse. The phone number in the room is (513) 946-5255 and the Internet address of the videoconferencing equipment is 216.68.49.217. I understand that I need to contact the Videoconferencing Administrator at the Ohio Department of Rehabilitations and Correction ((740)-845-3100 or (740) 845-3111). This site has run a successful test with the Videoconferencing Administrator.

Cincinnati Law Library contacts: Mary Jenkins (513) 946-5300.

Thank you for your assistance.

Attorney at Law

Printed name: _____